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1. REFERENCES.

    a. AR 611-6, Army Linguist Management.

    b. AR 350-16, Linguist Readiness Management and Linguist Training.

    c. AR 350-20, Management of Defense Foreign Language Programs.

    d. DLIFLC Pam 350-9, Guidelines, Policies, and Procedures of DOD CLPs.

    e. FORSCOM/ARNG 350-2, Linguist Readiness Management and Language Training.

    f. DLIFLC Pam 351-1, Evaluation Guidelines for DoD Command Language Programs.

    g. 300th MI Brigade (Linguist) Memorandum dated 12 SEP 96, subject: Command Language Program Policy.

    h. 300th MI Brigade (Linguist) Memorandum dated 11 SEP 96, subject: Individual Linguist Development Program.

    i. 300th MI Brigade Yearly Training Guidance.

2. PURPOSE. This Standing Operarting Procedure (SOP) outlines the 141st MI Battalion's Command Language Program and its policies and procedures.

3. SCOPE. This program applies to all linguists within the 141st MI Battalion.

4. REQUIREMENTS.

    a. Effective 18 MAR 96 IAW AR 611-6, all linguists are required to achieve and maintain a minimum language proficiency score of 2/2 on the Defense Language Proficiency Test (DLPT).

    b. Per paragraph 6-3 of AR 611-6, initial implementation provides 2 to 6 years for a linguist to become a 2/2 depending on his or her language category: CAT I and II - 2 years, CAT III - 4 years, CAT IV - 6 years.

    c. All linguists will participate in a specific Individual Linguist Development Plan which will include a Remedial Program (RP) for those who score less than 2/2 on the DLPT and an enhancement or maintenance program for those who score a 2/2 or better on the DLPT.

d. Per AR 611-6, if a linguist scores a 2/2 on the DLPT and then drops below the 2/2 score, he or she must be put on a remedial language training program. This linguist then has one year to bring his or her score back to a 2/2 level. This remedial program includes monthly counseling outlining the goals to help the individual become a 2/2 linguist.

e. Per paragraph 3-11(a)2 of AR 611-6, linguists below a 2/2 proficiency will take the DLPT every 6 months.

5. BATTALION COMMAND LANGUAGE PROGRAM (CLP).

a. As a linguist battalion, language proficiency is our primary training focus. To accomplish our mission, we must have competent linguists who are capable of meeting the needs of the Department of the Army and Wartrace commands. Therefore, all linguists must have a minimum score of a 2/2 on the DLPT.

b. This requirement will be difficult to achieve and maintain and will require command emphasis at each level. The Battalion CLP is designed to be a mechanism to assist units in meeting this goal.

c. All training within this Battalion will focus on language training.

d. The Battalion CLP will include incentive programs as outlined by SOP, policy letters, and the YTG. Outstanding linguists must be recognized for their efforts through awards, certificates, and other types of recognition.

6. RESPONSIBILITIES.

a. <u>Commander, 141st MI (Linguist) Battalion</u>.

1) Has overall responsibility for the Command Language Program.

2) Provides the command emphasis and focus for all language training. Ensures that training is focused on language enhancement and maintenance and that distracters are eliminated or minimized.

3) Monitors compliance of subordinate commands with the Command Language Program.

4) Appoints Command Language Program Council members on orders.

5) Appoints Test Control Officers (TCO's) who administer all DLPTs.

b. <u>Battalion S-3</u>.

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       1) Overall staff responsibility for the CLP.

       2) Responsible for resourcing and evaluating all language training with input from the Battalion and unit Commanders, the CLPM, and the CLPC.

       3) Monitors battalion and company compliance with applicable regulations, policies and this SOP.

       4) Ensures that this SOP is reviewed annually and updated as needed..

   c. <u>Battalion Language Support Officer</u>, S-3 Section

       1) Appointed on orders as the Command Language Program Manager (CLPM).

       2) Coordinates all language issues with the Battalion Commander and S-3. Represents the commander by:

          a) Attending all Brigade Command Language Program Council (CLPC) meetings.

          b) Chairing Battalion CLPC meetings.

       3) Coordinates and monitors compliance with language contracts.

       4) Oversees maintainance of the Battalion's Linguist Database.

       5) Develops and manages incentive programs to increase language proficiency and recognize outstanding linguists.

          a) Identifies the Battalion's linguist, linguist team, and company of the year.

          b) Manages the Battalion Linguist Bookbag incentive program.

       6) Serves as language resource to all subordinate units.

   d. <u>Battalion Command Language Program Council</u> (CLPC).

       1) Consists of the Battalion CLPM and representatives of each subordinate unit identified on additional duty orders as the unit's CLPC representatives.

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      2) Meets quarterly to discuss language issues and unit language training needs. Communicates unit language concerns to the Battalion CLPM. Provides feedback to the Battalion and Unit Commanders, XO, S-3, and CSM after each meeting.

      3) Responsible for developing, evaluating, and recommending changes to the Battalion's CLP.

      4) Reviews the linguist database to identify trends and concerns.

  e. Subordinate Unit Commanders.

      1) Implement and monitor compliance with battalion and brigade language policies.

      2) Develop a unit SOP covering all aspects of the CLP.

      3) Appoint representatives to the Battalion CLPC.

      4) Provide feedback on all language training to the CLPM, Battalion Commander, and S-3.

      5) Ensure that all linguists take the DLPT annually (semi-annually for those scoring below a 2/2).

      6) Establish an Individual Linguist Development Program as outlined in 300th MI Brigade Memorandum dated 11 SEP 96, subject: Individual Linguist Development Program. This will require involvement with First Line Leaders (FLL).   This will include a Remedial Program for linguists scoring below 2/2 on the DLPT.

  f. Unit Training Officers/NCOs.

      1) Obtain necessary language training materials to meet the unit's training objectives.

      2) Update the linguist database at least quarterly, ensuring that all language testing scores are up to date and current.

      3) Ensure that all language training is documented on all appropriate documents.

      4) Work with the CLPM and CLPC in establishing language contracts and other language training requirements.

  g. Test Control Officers (TCOs).

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     1) Oversee test security and accountability.

     2) Administer the DLPT to unit members and complete pertinent documentation.

7. The Battalion CLPM and S-3 are responsible for this SOP. Please direct any questions, recommended changes and concerns to these individuals.